

RESUME



RESUME CAPSULE:

- Appointed English to Indonesian Sworn Translator by the Minister of Law and Human Rights of the Republic of Indonesia (2022)
- Appointed English to Indonesian Sworn Translator for Legal Documents by the Governor of Special Capital District of Jakarta (2009)
- HPI Certified Translator (English>Indonesian & Indonesian>English)
- Member of the Association of Indonesian Translators (*Himpunan Penerjemah Indonesia – HPI*; President from October 2010 to April 2014)
- Native speaker of Indonesian working full-time as a freelance translator
- Over twenty-five years of experience in translating
- Specialized in Business, Commerce, and Legal translations
- Twenty years of experience in Marketing, Sales Administration, Shipping & Forwarding (traffic) in Belgium, the UK, and the USA
- Foreign language skills: English, Dutch, and German

Personal Data

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Services offered

- Written Translation

Working Language Pairs

- English > Indonesian (HPI Certified & Sworn);
- Indonesian > English (HPI Certified)
- Dutch > Indonesian (General)
- German > Indonesian (General)

Specialization

- Business and Commerce (Marketing/Marketing Research/Business Proposals/International Tender Documents, Business Correspondence, Company Code of Conduct, Company Newsletters, etc.)
- Legal (Notarial Deeds/Contracts/Agreements/Laws and Regulations/Birth/Marriage Certificates etc.)
- Training & Education (Training Materials/Manuals/PowerPoint presentations)
- Environment & Forestry (REDD), Climate Change, etc.
- Security & Law Enforcement (Training material, Indictments, Court Rulings, etc.)
- Infrastructure Development projects (Water & Sanitation, Roads & Road Safety, Railways, Ports, Airports)

Credentials

- Appointed English to Indonesian Sworn Translator by the Indonesian Minister of Law and Human Rights (*Menteri Hukum dan Hak Asas Manusia*) - Appointment Letter No. AHU-62.AH.03.07.2022 dated 5 October 2022)
- Appointed English to Indonesian Sworn Translator for Legal Documents by the Governor of Special Capital District of Jakarta - Appointment Letter No. 1836/2009 dated 08 December 2009
- Certificate of Competence as Sworn Translator issued by the Indonesian Professional Certification Authority (*Badan Nasional Sertifikasi Profesi – BNSP*)
- Certificate for translation of legal documents from English into Indonesian, Awarded by the Institute of International Languages, Faculty of Humanity, Universitas Indonesia, Jakarta, (*Lembaga Bahasa Internasional, Fakultas Ilmu Pengetahuan Budaya Universitas Indonesia – LBI-FIBUI*)
- HPI Certificate for translation of General Text from English into Indonesian
- HPI Certificate for translation of General Text from Indonesian into English
- HPI Certificate for translation of Legal Text from Indonesian into English

Courses, Seminars, and Workshops

- Course in Shipping and Forwarding, Antwerp, Belgium
- Computer course in "SMART Integrated Software" comprising Word processing, Spreadsheet, DBMS, and Programming, New York, NY, USA
- Course in Business Data Processing & Programming in COBOL, NY University, New York, NY,
- Course in Commodity Futures Trading, New York, NY, USA
- Advanced Course in Leasing, Asosiasi Leasing Indonesia (ALI), Jakarta, Indonesia
- Seminar in Analyzing Financial Statements, SGV Utomo, Jakarta, Indonesia
- Workshop in Copywriting, Jakarta, Indonesia
- Intensive Course in Import-Export, Jakarta, Indonesia
- English Teacher Training Course at ILP, Jakarta, Indonesia
- Advanced Level German Course at Goethe Institut, Jakarta, Indonesia
- CAT Tools Training: "WORDFAST Classic", HPI Jakarta
- CAT Tools Training: "SDL TRADOS Studio", HPI Jakarta
- Workshop in Translation of Legal Documents (Contracts/Agreements), HPI Jakarta
- Workshop in Translation of Legal Documents (Laws & Regulations), HPI Jakarta
- Workshop in Translation of Legal Documents (Notarial Deeds), HPI Jakarta
- Workshop in Translation of Legal Documents (Banking), HPI Jakarta
- Workshop in Translation of Legal Documents (Laws & Regulations), HPI Jakarta (2018)
- Workshop in Translation of Legal Documents (Arbitration), HPI Jakarta (2019)

Instructor at Training Courses, Seminars, and Workshops

- How to Become a Successful Translator
- Marketing Your Services through the Internet
- SDL Trados Studio Basic Training
- Workshops in Translation of Legal Documents (Contracts/Agreements)
- Workshops in Translation of Legal Documents (Laws & Regulations)
- Workshops in Translation of Legal Documents (Notarial Deeds)

Computer skills

- MS Word, Excel, Visio, PowerPoint & Photoshop
- CAT Tools: Trados Studio

Memberships

- Himpunan Penerjemah Indonesia (HPI) (*Association of Indonesian Translators, member of FIT/IFT*) (<http://sihapei.hpi.or.id/member/profile/HPI-01-07-0148>)
- ProZ.com (<http://www.ProZ.com/profile/124234>)

PAST EXPERIENCE

Writer

- Advanced level English textbooks for an English language course (English for Success);
- Four editions of The Indoprom Newsletter (an English language monthly tabloid) (2001)
- Advertorials in English for TELKOMSEL published in Far Eastern Economic Review (2001)
- Advertorials in English for BKPM (Indonesian Investment Coordination Board) published in The Economist and the Wall Street Journal (end Sept. 2008)

Translator

- Speeches and PowerPoint presentations from Indonesian to English for presentation at international business forums;
- Business Proposals, Survey Reports, Company Profiles, Corporate Code of Conduct, SHE
- Business correspondence for Indonesian Companies, from Indonesian to English and Dutch and v.v.
- Press Releases from Indonesian to English for a reputable PR Company in Jakarta
- Legal: Notarial Deeds (Establishment of Company; Changes and Amendments, Articles of Association & Company By-Laws); Court Cases (EN>ID; ID>EN); Business Contracts/Agreements (EN>ID; ID>EN); "Book of Evidence" of a court case in Ireland (EN>ID); Translation of Indonesian Laws, Ministerial decrees, Government regulations, etc. (ID>EN)
- Marketing: Marketing Survey/Personnel Satisfaction Survey (ID>EN)
- Business & Commerce: Tender documents for International Tenders (ID>EN)
- Security & Law Enforcement: Training Material, both ID>EN and EN>ID (Since 2009) under USDOJ-OPDAT programs.

- Infrastructure: Development Projects, such as roads and road safety, railways, seaports, water and sanitation, both ID>EN and EN>ID (Since 2009) under AusAid Program.
- Environment/Institutional Reforms: REDD (Reducing Emissions from Deforestation and Forest Degradation); Land development in Kalimantan and Aceh; Forestry and Climate Change, etc.) (EN>ID; ID>EN; DE>ID; DE>EN) under GIZ (Gesellschaft für Internationale Zusammenarbeit) programs
- Technical: Engine Manual (DE>EN); Patentschrift (DE>ID);
- Web contents of Colleges/Universities in the US, UK, Australia, and New Zealand; (EN>ID)
- Web contents of an International Communication Company (EN>ID)
- Web contents of Agus Budiyanto, Aquarelle Painter; (ID>EN)
- Web contents of The Jakarta Conservatory of Music; (ID>EN)
- Art: Catalogs for numerous art exhibitions (ID>EN)
- Quarterly Newsletters from Dutch, English, and German into Indonesian for a Multinational Dairy Company (Kievit/Campina)
- Code of Conduct for Multinational Companies and relevant training courses (EN>ID)
- Conference papers, correspondence, and Articles of Association for the Association of Mouth and Foot Painters / Vereinigung der mund- und fussmalenden Künstler in aller Welt (DE>ID)
- Oil & Gas: Oil Company Drilling Report (NL>EN);
- Annual Reports & Sustainability Reports for an Indonesian Oil Palm Plantation (PT Astra Agro Lestari – ID>EN) (Since 2015-Present)
- Training Material for ExxonMobil Lubricants (EN>ID) (Since 2011-Present)
- Hotel Management Agreements for PT SenayanTrikarya Sempana– (EN>ID) (Since 2015-Present)
- Company policies for PT Indo-Rama Synthetics (EN-ID)

Prior Experience as a Contractor

- Contracted as interpreter and translator by SAIC/MPRI from August 2003 to May 2008 assigned to the US Department of Justice (USDOJ)/ICITAP Jakarta providing training assistance to the Indonesian National Police; MCC (Millennium Challenge Corporation) project providing assistance to the Indonesian KPK (Corruption Eradication Commission)

Work performed:

- Translation of training materials, correspondence, Indonesian laws and government regulations, etc.
- Interpreting during meetings and training sessions.

Clients:

National and international clients in the USA, Canada, Argentina, UK, Ireland, The Netherlands, Germany, Austria, Italy, Russia, Singapore, Malaysia, Australia, and New Zealand.